

## TABLE OF CONTENTS

	ITEM	PAGE
<b>POLICY - PART I</b>		
Purpose	1000	1
Participation in the HQMTMC	1001	1
Domestic Personal Property		
Rate Solicitation		
Individual Rate Records	1002	1
Industry Rate Submissions	1003	1
Terms and Conditions	1004	2
Personal Property Rates	1005	2
On-Line Address		
Filing Schedule	1006	2
Time of Submissions	1007	2
Effective Period for Accepted Rates	1008	2
Exceptions	1009	3
Letter of Intent (LOI)	1010	3
New Approvals	1011	4
Name/Ownership Change	1012	4
Cross Filing	1013	4
Duality	1014	5
Cancellation of Rates	1015	5
<b>PROCEDURES - PART II</b>		
Personal Property Rates	2000	6
On-Line (PPROL)		
Use of and ADP Agent	2001	6
Procedures for Rate Filing Via FTP	2002	6
Correction of FTP Files Submitted	2003	6
Prior to the Filing Deadline		
Origin/Destination Combinations	2004	7
Origins	2005	7
Destinations	2006	7
<b>FILING INSTRUCTIONS - PART III</b>		
Rate Submission	3000	8
Rate Percentage	3001	8
Initial Filing (I/F)	3002	9

## TABLE OF CONTENTS

	ITEM	PAGE
<b>FILING INSTRUCTIONS - PART III</b>		
Me-Too (M/T)	3003	10
LOI/Cancellation Submission (L/C)	3004	11
Rejection of Rates	3005	11
Late Submission of FTP File	3006	11
FTP Naming Convention - Industry	3007	12
Rate Submission - 15 Positions		
FTP Naming Convention - Industry	3007a	13
Rate Submission - 8 Positions		
FTP Naming Convention - HQMTMC	3008	14
Data Retrieval File		
FTP Initial Filing (I/F) Format	3009	15
FTP Me-Too (M/T) and LOI/Cancellation (L/C)	3010	16
Format		
FTP Cancellation Format	3011	17
Error Descriptions	3012	18
CARTS Carrier Input File Record Specification	Appendix A	
Carrier CARTS Accepted Rates Record		
Record Specification	Appendix B	
<b>VOLUME MOVEMENT PROCEDURES - PART IV</b>		
Purpose	4000	22
Criteria for Use of Volume Move Rates	4001	22
Procedures	4002	22
Address for Submission	4003	24
Receipt of Submission	4004	24
Receipt of Facsimile Submission	4005	25
Submission of Rates and Charges	4006	25
Terms and Conditions for Individual	4007	25
Rate Tender Submissions		
Cause for Suspension Action	4008	25
Preparation of Individual Rate Tenders	4009	26
Correction to Volume Movement	4010	26
Individual Rate Tenders		
Acceptance/Rejection of Individual	4011	26
Rate Tender Submission		
Volume Movement Rates - Public File	4012	27
Effective Period for Accepted Tenders	4013	27

## TABLE OF CONTENTS

	ITEM	PAGE
<b>VOLUME MOVEMENT PROCEDURES</b>		
Volume Move Solicitation Announcement Letter	Appendix A	
Simplified Tender Format	Appendix B	
Volume Move Rate Tender	Appendix C	
Filing Format and Instructions for Volume Move Rate Tender	Appendix D	
Volume Move Acceptance Notice	Appendix E	
Filing Format and Instructions for Cancellation of Volume Move Rate Tender	Appendix F	
Sample Volume Move Cancellation Rate Tender	Appendix G	



## **PART I - POLICY**

**1000. PURPOSE:** These instructions provide procedures, automated filing formats, and other information required to properly file voluntary rates. Rates will be filed in conjunction with the Domestic Personal Property Rate Solicitation and modification letters issued every 6 months (see Item 1001) on behalf of carriers engaging in the movement of Department of Defense (DOD) and U.S. Coast Guard (USCG)-sponsored shipments of household goods within the Continental United States (the 48 contiguous states and Alaska). Detailed instructions, formats, and error descriptions/codes for rate filings and cancellations are provided (see Part III-Filing Instructions). Any changes or items of particular significance unique to each cycle will be included as a modification in that cycle's rate solicitation letter. Carriers filing rates in response to a HQMTMC rate solicitation will use these instructions in conjunction with the rate solicitation letters and modifications to ensure a totally responsive rate filing.

**1001. PARTICIPATION IN THE HQMTMC DOMESTIC PERSONAL PROPERTY RATE SOLICITATION:** A carrier agrees to participate in the HQMTMC Domestic Personal Property Rate Solicitation when submitting rates under the provisions of these instructions for interstate traffic. All rules and regulations governing the application of individual rate records submitted in the prescribed automated format are contained in the rate solicitation. This rate solicitation will not be altered in any manner. Participating carriers are to retain this HQMTMC Rate Solicitation.

**1002. INDIVIDUAL RATE RECORDS:** Each rate record should be constructed to stand alone without regard to individual rate records for other origin/destination and code of service combinations. Each individual solicitation stands alone, is not influenced by prior practices or procedures, and will not be subject to modification prior to and subsequent to the deadline and acceptance stipulated, unless specifically modified by HQMTMC for the mutual benefit of all parties by letter or telegram prior to the solicitation deadline.

**1003. INDUSTRY RATE SUBMISSIONS:** Carriers are solely responsible for the submission and quality control of their rates. **The failure of submissions to actually arrive in the anonymous File Transfer Protocol (FTP) computer at HQMTMC by the designated filing date will result in nonacceptance** of the submissions. Carriers/ADP agent are responsible for the selection and actions of their on-line service provider. Carriers are also responsible for any internal company computer security and control/use of issued passwords for access to the FTP computer. HQMTMC may, however, grant carriers/ADP agent one additional opportunity, within 4 working hours after notification by HQMTMC, to submit a new FTP file if the original file fails to process or complete loss in transmission before the filing deadline is proven. HQMTMC will produce a summary of rates on each FTP file submitted. An analysis will be completed to identify any major problem, such as lack of interstate DOD approval for a particular standard carrier alpha code (SCAC), rejection of total rate

field, etc. HQMTMC does not guarantee that all rejections and/or errors will be identified through this analysis.

**1004. TERMS AND CONDITIONS:** HQMTMC reserves the right to reject any or all offers and to waive minor irregularities in offers received. HQMTMC also reserves the right to issue special solicitations for specific traffic channels.

**1005. PERSONAL PROPERTY RATES ON-LINE ADDRESS:**

a. Public File: For each rate filing cycle, final accepted rates will be available on the HQMTMC Internet Homepage **HTTP://WWW.MTMC.ARMY.MIL.**

b. Participating DOD Approved Carriers/ADP Agents: For each participating DOD-approved carrier/ADP agent to view their accepted/rejected rates on the Internet HQMTMC homepage **HTTP://WWW.MTMC.ARMY.MIL.** See Item 2000.

**1006. FILING SCHEDULE:** There will be two rate filing cycles each year. Filing deadlines will be announced in the solicitation letter prior to the rate filings. The rate filing cycle effective May 1 will be identified as DS (year), i.e., DS98. The rate filing cycle effective November 1 will be identified as DW (year), i.e., DW98.

**1007. TIME OF SUBMISSIONS:** These dates represent the receipt cutoff times for carrier submissions to be considered responsive to the applicable solicitation. Submissions, in response to any designated filing date in the solicitation letter, **must arrive at the anonymous FTP file at HQMTMC prior to 12:00 midnight, Eastern Standard Time on the designated date.** If the date falls on a Federal holiday, the designated date will be the next Government workday.

**1008. EFFECTIVE PERIOD FOR ACCEPTED RATES:** Rates, accepted by HQMTMC, must remain in effect until the Letter of Intent/Cancellation (L/C) submission, but cannot be in effect for more than the duration of the rate cycle.

a. All rates accepted by HQMTMC for November 1 or the effective date of the L/C filing submission will expire at 11:59 p.m., April 30, unless cancelled earlier.

b. All rates accepted by HQMTMC for May 1 or the effective date of the L/C filing submission will expire at 11:59 p.m., October 31, unless cancelled earlier.

#### **1009. EXCEPTIONS:**

a. Local Moves (Drayage): Tenders applying for procurement of local services must be filed directly with the applicable personal property shipping office (PPSO) for processing. However, most local moves are procured under locally administered packing and containerization contracts. Carriers must determine applicable procedures at each installation.

b. International Through Government Bill of Lading (ITGBL) Moves: See HQMTMC "International Personal Property Rate Solicitation," and reissues thereof, for filing single factor rates for international personal property shipments.

c. One-Time-Only Moves: See HQMTMC "International Personal Property Rate Solicitation" and reissues thereof.

d. Volume Moves: See Part IV of these instructions for domestic volume move procedures. International volume moves are covered in the "International Personal Property Rate Solicitation" and reissues thereof.

e. Intrastate Moves: See HQMTMC "Instructions for Filing Intrastate Tenders of Rates and/or Charges for Personal Property Shipments" for filing rates for intrastate moves.

f. Domestic Mobile Home/Boat One-Time-Only Moves: See "Mobile Home/Boat Rate Solicitation" and reissues thereof.

**1010. LETTER OF INTENT (LOI)**: A carrier approved by HQMTMC must submit an LOI containing information prescribed in Appendix B, DOD 4500.34-R or reissues thereof, to each PPSO where participation in DOD personal property traffic is desired.

a. DOD interstate approval is required before carriers may file LOIs at an origin PPSO or file rates with HQMTMC. Carriers desiring DOD approval should contact the Qualifications Division (MTOP-QQ), Office of the Assistant Deputy Chief of Staff for Operations-Quality, Headquarters, Military Traffic Management Command, for approval requirements and instructions. The telephone number is (703) 681-6393.

b. A carrier **must have a valid LOI** on file at each PPSO where rates are filed on or before the Initial Filing (I/F) or L/C deadline date. The LOI deadline date for each rate filing will be provided in the solicitation letter prior to each filing cycle. LOIs must reflect authority for all states where rates are filed. **Carriers may be disqualified or placed in nonuse by HQMTMC if they file rates without having a valid LOI.**

c. A valid LOI verification may be performed on **all** rates filed in the I/F. The Continental United States Automated Rate System (CARTS) Invalid LOI Removed Records Report will be provided to carriers whose rates are removed due to no LOI. It is the carrier's responsibility to confer immediately with the PPSO if the carrier disagrees with a rate rejected as a result of an invalid LOI.

**1011. NEW APPROVALS:**

a. New Approved Carrier: A newly approved DOD/USCG carrier may M/T another carrier's rates currently on file at HQMTMC for a given PPSO during any L/C submission. A **carrier must have** an accepted **valid LOI** on file prior to filing rates.

b. Expansion of Operating Authority: An approved DOD/USCG carrier gaining new authority to serve more states may M/T another carrier's rates to those states during any L/C submission. A **carrier must have an accepted valid LOI** on file, which includes the additional authority, prior to filing rates.

**1012. NAME/OWNERSHIP CHANGE:** When a carrier undergoes a name and/or ownership change, the carrier must maintain existing rates or cancel them during the L/C submission.

a. Name Change: For administrative purposes, a carrier will continue to use the old name and SCAC reference until the end of the existing cycle. For the following cycle, the carrier will use the new name and SCAC reference. Carriers are required to obtain approval by HQMTMC, and new LOIs must be filed at each PPSO served to show the carrier's new name.

b. Ownership Change: The carrier must notify HQMTMC of a change in ownership and, after acceptance by HQMTMC, new LOIs must be filed at each PPSO served. Carriers may continue the existing rates filed by the previous management or cancel them during the L/C submission.

**1013. CROSS FILING:**

a. M/T Submission: Carriers may cross-file between Code 1 service and Code 2 service (or vice versa).

b. Procedures: Cross-filing is identified by meeting another carrier's Code 2 service by a Code 1 service and vice versa.



**1014. DUALITY:** Two or more rates of a carrier, submitted during the same filing cycle for the same code of service and the same origin/destination combinations (dual rates) are not permitted. However, a Code 1 rate will not be considered dual with a Code 2 rate (and vice versa).

**1015. CANCELLATION OF RATES:**

a. M/T Submission: Rates, accepted in the I/F, will be considered cancelled when the carrier meets another carrier's rate for an origin/destination and code of service combination. Otherwise, rates filed in the I/F will remain in effect unless the rates are canceled in the L/C.

b. L/C Cancellation Submission: Carriers will be allowed to cancel rates one time during each cycle (see Item 3004). The filing deadline will be announced in the solicitation letter prior to each cycle. Carriers will submit these cancellations in the prescribed automated format shown in these instructions.

## **PART II - PROCEDURES**

**2000. PERSONAL PROPERTY RATES ON-LINE (PPROL):** PPROL allows participating DOD-approved carriers and ADP agents to access their approved or rejected rates on the HQMTMC Internet Homepage. The user accesses rates on-line through the use of a four character company code and a seven character password. For each rate filing cycle, the accepted and rejected I/F, Me-too (M/T) and L/C rates will be available for review. The filing schedule specifies the dates rates are to be released by HQMTMC. L/C rates and cancellations will be released not less than one week from the appropriate filing deadline. To facilitate in M/T filing, the I/F "low three" rate report will contain the three lowest rates from each GBLOC to each destination state. If there is more than one carrier at each of the three low rates, the first two carrier SCAC codes (by alphabetical order) will be shown, followed by the number of carriers at that rate level. Carriers may locate additional rate information on the Total I/F Accepted Rates Report. The **final I/F, M/T and L/C** rates report will be put on the PPROL, under the heading "public information."

**2001. USE OF AN ADP AGENTS:** Carriers using ADP Agents are required to restrict their use to one agent and are responsible for the actions of the agent, with regards to rate submissions. Multiple files submitted by one or more ADP agents containing rates for the same origin-destination record will result in the acceptance of the first submission by HQMTMC before the required designated date for processing. Carriers are solely responsible for the accuracy of their submitted rates.

**2002. PROCEDURES FOR RATE FILING VIA FTP:** Rates may be submitted during each phase within the rate filing cycle. FTP Electronic transmissions, in response to any designed filing date in the solicitation letter, must arrive at the anonymous FTP file at HQMTMC prior to 12:00 midnight, Eastern Standard Time, on the designated date. FTP transmissions can be made daily to update the file until the disclosure date. Only one set of rates per carrier, per channel, per day, may be submitted. Each rate filing cycle will be subject to edit and validation criteria, prior to acceptance or rejection. **Upon closure of the designated rate filing date, rates may not be changed.**

**2003. CORRECTION OF FTP FILES SUBMITTED PRIOR TO THE FILING DEADLINE:** Carriers/ADP firms who desire to add, delete, or change individual rate records previously filed must submit a replacement FTP file. ADP firms must resubmit the rates of all carriers contained on the original submission, which includes the affected carrier's rates. Replacement rates submitted prior to the applicable filing deadline will be accepted and will replace the FTP file previously filed. Only one replacement file is allowed in each filing. Rate submissions submitted after the filing deadline will not be processed.

**2004. ORIGIN/DESTINATION COMBINATIONS:** Area-of-responsibility to state will be the only filing option (origin/destination combination) permissible. Only one individual rate record for each origin/destination and code of service combination will be allowed (i.e., avoid duality).

**2005. ORIGINS:** Origin installations (PPSOs) must be specified by the appropriate four-character alphabetic code (GBLOC) representing each PPSO as shown in the HQMTMC Rate Solicitation. Failure to use the correct code will result in rejection of individual rate records or acceptance of rates for the wrong origin PPSO.

**2006. DESTINATIONS:** The following procedures apply to all destinations for which individual rate records are filed:

a. Any destination state must be specified by the appropriate two-letter abbreviation representing each state as shown in the HQMTMC Rate Solicitation.

b. If a carrier chooses to serve a destination state, then the carrier must serve the destination state in its entirety.

c. Rates filed under the provisions of CARTS have no intrastate application. Therefore, if a carrier lists the destination state in which the origin installation resides, the shipment must originate in another state within the origin's consignment authority and must be delivered into the destination state listed (i.e., interstate shipment).

## PART III - FILING INSTRUCTIONS

### 3000. RATE SUBMISSION:

a. General: Rates will be submitted to HQMTMC by FTP. Carriers are solely responsible for the proper preparation, and submission of their FTP transmissions in accordance with the procedures and formats prescribed within these instructions. Carriers are responsible for establishing quality control procedures that permit the review of rates prior to actual submission to HQMTMC. Filing deadlines will be established by HQMTMC, and carriers will be notified of these dates in the solicitation letter prior to each filing cycle. Failure to submit FTP transmissions by the designated filing deadlines will result in the carrier being nonresponsive and the rates not being accepted.

b. Rate Filing: I/F, M/T or L/C rates may be filed with HQMTMC prior to the designated dates. Carriers discovering mistakes in rates submitted before the designated date may, if they so desire, add, delete, change, or correct such rates in accordance with Item 2003, Correction of FTP Files Submitted Prior to the Filing Deadline. The latest FTP submission received on or before the applicable I/F, M/T or L/C filing date will prevail as the carrier's rate filing. However, where multiple rates are actually processed, Item 2001 will apply.

**3001. RATE PERCENTAGE:** All rate submissions must be prepared using the exact format specified by these instructions (see Items 3007 thru 3012). Voluntary individual rate records must be expressed as "percentage of" the baseline rates in the HQMTMC Rate Solicitation and not as "percentage off" these rates. Also, individual rate records must be expressed in full percentages (i.e., 095; 100; 110), and not as fractions (i.e., 95.2; .95). Leading zero(s) must be used when expressing a "percentage of" less than 100 percent. Where no rate is filed, the rate field must be left blank, since "000" will be construed as an actual filing.

a. Rates for interstate application will be filed as a percentage of the baseline rates. **A carrier who desires to serve a PPSO may offer service at any percentage above, below, or equal to the baseline rates** contained in the rate solicitation. **The percentage filed will cover all aspects of the shipment except the following:** reweigh; additional shipment charges; third-party services; ferry, bridge and service charges; full replacement protection; storage-in-transit (SIT) at destination; warehouse handling at destination; delivery out of SIT at destination; any accessorial services performed in connection with destination SIT, and packing inspection for shipments out of nontemporary storage warehouses and SIT warehouses in certain instances (see HQMTMC Rate Solicitation).

b. **Tariff to Individual Rate Record Conversion:** Carriers cannot submit a percentage of their commercial interstate tariff nor a percentage of any other rate basis as a substitute for the rate solicitation. Carriers' individual rate records must provide rates which are not greater in application than the correlative rates in their interstate commercial tariffs.

### **3002. INITIAL FILING (I/F):**

a. **General:** There are two I/F cycles per year. During each filing cycle, competitive rate levels are established to move DOD/USCG personal property shipments within CONUS (including Alaska). The I/F cycle provides carriers maximum flexibility to establish the specific, compensatory rates at which they desire to move personal property shipments from any origin PPSO to any destination state. Filing deadlines are announced in a solicitation letter prior to each I/F cycle.

a. **I/F-A (Initial Submission):** The individual rate records, contained in the prescribed automated format, will be subject to edit and validation criteria. Carriers will have one opportunity to review and change rates which pass the editing and validation criteria (but did not reflect what the carrier intended to file), add rates which were unintentionally omitted in the I/F-A submission, and correct I/F-A rejected rates. **When a carrier elects to change rates, in addition to filing omitted rates, and/or correct rejected rates, rates will be submitted in the I/F-M. When a carrier elects only to add omitted rates and/or correct rejected rates, rates will be filed in the I/F-B.** A carrier may exercise either option, but not both.

b. **I/F-M (Change Submission):** Rates filed in the **I/F-M** will not only include the changed, the added, and the corrected rates, but also all of the remaining rates which passed the original editing and validation criteria which the carrier does not desire to change (i.e., **the carrier is making an entirely new submission**). The individual rate records contained in the rate submission will again be subject to the same editing and validation criteria as in the I/F-A. Automated data processing (ADP) firms do not need to submit the rates of carriers not exercising this option that were filed in the original submission.

**NOTE:** In the event the I/F-M submission contains an incorrect carrier's SCAC, one belonging to another DOD-approved interstate carrier, the appropriate carrier or automated data processing (ADP) firm who submitted the rates will have two working days from the date of notification to submit a correct rate submission. If the carrier or designated ADP firm fails to replace the rates before the deadline or the replacement submission still contains an incorrect carrier's SCAC, the rates shall be voided from further consideration in the I/F-M. This situation will constitute a second or final rejection for the carriers involved and the rates which passed the I/F-A editing and validation criteria for these carriers will be considered accepted.

c. I/F-B (Correction Submission): Rates filed in the **I/F-B must only include added and corrected rejected rates**. All rates which have previously passed the editing and validation criteria in the I/F-A will be considered accepted. The individual rate records contained in the I/F-B submission will again be subject to the same editing and validation criteria as in the I/F-A.

### **3003. ME-TOO (M/T):**

a. General: There is a M/T filing submission in conjunction with each I/F submission. The M/T provides carriers with the opportunity to precisely adjust their rates downward to (equal) the lower rates of other carriers established during the I/F cycle. Carriers may remain at their initial rate. In order **to participate in the M/T, a carrier must have an accepted individual rate record established in the I/F cycle**.

b. M/T A Initial Submission: The individual rate records contained in the prescribed automated format will be subject to edit and validation criteria. Carriers will have one opportunity to add rates that were unintentionally omitted from the M/T-A and to correct M/T-A rejected rates in the M/T-B. Carriers may not change rates that passed the edit and validation criteria in the M/T-A.

c. M/T-B Correction Submission: Rates filed in the **M/T-B must only include the added and the corrected rejected rates**. All rates that have previously passed the edit and validation criteria in the M/T-A will be considered accepted. The individual rate records will be subject to the same editing and validation criteria as in the M/T-A.

**NOTE 1:** M/T rates may be filed only for those individual records (i.e., Origin/Destination and code of service combinations) for which a carrier has an accepted I/F rate record.

**NOTE 2:** A carrier's rate record accepted in the I/F will automatically remain in effect if the carrier does not participate in the M/T or the M/T record is rejected.

**NOTE 3:** An accepted M/T rate replaces the I/F submission and, therefore, the I/F rate will no longer apply.

**3004. LOI/CANCELLATION SUBMISSION (L/C):** There are four L/C submissions allowed each filing cycle. The filing deadlines for these submissions will be announced in the solicitation letter prior to each filing cycle. The L/C filing submissions provide carriers newly approved at an installation, including those meeting the expansion in operating authority provision (see Item 1012), with the opportunity to precisely meet (equal) the rates of other carriers during the 6-month rate cycle, and provides carriers with the opportunity to cancel existing rates. When a carrier cancels an accepted rate, the carrier will be considered serving at its next lowest applicable rate.

**3005. REJECTION OF RATES:** The entire FTP file or individual rate records which are not properly prepared or submitted in accordance with provisions of Item 1003 (Industry Rate Submissions), Item 2002 and Part III - Filing Instructions, will be rejected.

**3006. LATE SUBMISSION OF FTP FILE:**

a. I/F and M/T filing submissions: An I/F or M/T FTP file received after the filing deadline will constitute the first or final rejection of the individual rate records, depending upon the filing period for which the FTP is submitted. For example, if an FTP file is received after the filing deadline of the I/F-A, it will be returned unprocessed and may be submitted for the I/F-M or the I/F-B.

b. L/C Filing submission: An L/C FTP file, including those containing added or canceled individual rate records, will be considered for the appropriate update filing period (L/C-1, L/C-2, L/C-3 or L/C-4), depending upon which filing deadline the FTP file is received. For example, if an FTP file is received after the filing deadline of the L/C-1, L/C-2 or L/C-3 filing, it will be returned unprocessed and may be submitted in the next L/C.

### 3007. FTP NAMING CONVENTION - INDUSTRY RATE SUBMISSION

#### 15 POSITIONS UNIX or Windows/NT

<u>Position</u>	<u>Field</u>	<u>Entry</u>
1st	Alpha Lowercase	A (Initial input) R (Replacement)
2nd-5th	Alphanumeric Lowercase	ADP Agent/Carrier Identification Code i.e., DP78; INVR
6th	Alpha Lowercase	D (Domestic rate filing)
7th	Alpha Lowercase	W (winter rate cycle) S (summer rate cycle)
8th-9th	Numeric	2-digit year i.e.,98
10th-12th	Alpha Lowercase	IFA, IFB, IFM (initial filing) MTA, MTB (me-too filing) LC1, LC2, LC3, LC4 (LOI cancellation cycles
13th-15th	Alpha Lowercase	.gz (extension)

Note 1. When using **Unix** or **Windows 95/NT** the **naming convention** must be **15 positions**. When using **DOS** or **Windows 3.1**, the **naming convention** can only be **10 positions** (refer to item 3007a for instructions).

Note 2: 1st position - The **letter 'A'** identifies the files as containing new records. The **letter 'R'** will be used to identify the files as containing records replacing those previously filed. *i.e.* **ADP78DS98IFA.gz; RDP78DS98IFA.gz; AINVRDS98IFB.gz;RRINVRDS98IFB.gz.**  
**Refer to Item 2003**

Note 3. 13-15th position - The extension '**gz**' at the end of the naming convention identifies the files as being gzipped in Unix format. Files are to be compressed using the GZIP.EXE compression routine.

Note 4. Files are to be **received at HQMTMC not later than 12:00 midnight**, Eastern Standard Time, on the deadline date. All **submissions** received **after 12:00 midnight** will be **rejected**.

Note 5. **Errors** and **acceptances** will be available on the HQMTMC home page not later than seven days after receipt in HQMTMC. These files will be available on the anonymous FTP site for thirty days.



## 3007a. FTP NAMING CONVENTION - INDUSTRY RATE SUBMISSION

### 10 POSITIONS

DOS or Windows 3.1

<u>Record Position</u>	<u>Field</u>	<u>Entry</u>
1st	Alpha Lowercase	A (Initial input) R (Replacement)
2nd-5th	Alphanumeric Lowercase	ADP Agent/Carrier Identification Code i.e., DP88; INVR
6th	Alpha Lowercase	W (winter rate cycle) S (summer rate cycle)
7th	Numeric	One digit year i.e., 8 for 98
8th	Alphanumeric Lowercase	One digit for the rate filing phase. i.e., IFA, I/FB, I/FM, M/TA, M/TB, L/C1, L/C2, L/C3, L/C4
9th-10th	Alphanumeric Lowercase	.gz (extention)

Note 1. When using **DOS or Windows 3.1**, the **naming convention** must be **8 positions**. When using **Unix** or **Windows 95/NT**, the **naming convention** must be **15 positions (refer to item 3007)**.

Note 2: 1st position - The **letter 'A'** identifies the files as containing new records. The **letter 'R'** will be used to identify the files as containing records replacing those previously filed. i.e., **ADP88S8F.gz; RDP88S8F.gz; AINVRS8B.gz; RINVRS8B.gz. Refer to Item 2003.**

Note 3. 8th position - One digit for the rate filing phase. I/FA (**F**); I/FB (**B**), I/FM (**M**), M/TA (**A**), M/TB (**T**), L/C1 (**1**), L/C2 (**2**), L/C3 (**3**), L/C4 (**4**). i.e., **ADP33W8F.gz; RDP33W8F.gz; AINVRS8B.gz; RINVRS8B**

Note 4. The extension '**gz**' at the end of the naming convention identifies the files as being gzipped in Unix format. Files are to be compressed using the GZIP.EXE compression routine.

Note 5. Files are to be **received at HQMTMC not later than 12:00 midnight**, Eastern Standard Time on the deadline date. All **submissions** received **after 12:00 midnight** will be **rejected**.

Note 6. **Errors** and **acceptances** will be available on the HQMTMC home page not later than seven days after receipt in HQMTMC. These files will be available on the anonymous FTP site for thirty days.

### 3008. FTP NAMING CONVENTION - HQMTMC DATA RETRIEVAL FILE

<u>Record Position</u>	<u>Field</u>	<u>Entry</u>
1st	Alpha Lowercase	D (Domestic)
2nd	Alpha Lowercase	Rate Filing Cycle W (winter) S (summer)
3rd-4th	Numeric	2-digit year i.e., 98
5th-7th	Alphanumeric Lowercase	IFB (initial filing) MTB (me-too filing) LC1, LC2, LC3, LC4 (LOI cancellation cycles
8th-12th	Alpha Lowercase	.gz (extension)

EXAMPLE: DS98\_LC1.gz; DW98\_IFA.gz

*Note 1:* Unless otherwise notified, files will be placed on the HQMTMC anonymous FTP site not later than seven days from the rate filing deadline. All files will be available on the anonymous FTP site for thirty days.

### 3009. FTP INITIAL FILING (I/F) FORMAT

The following field of information must be furnished as applicable in your rate submission. The record size is 28 character positions. Each individual rate record consists of:

RECORD POSITION	DESCRIPTION AND INSTRUCTION
1-4	SCAC-Enter the SCAC assigned to you to by the National Motor Freight Traffic Association, Incorporated.
5-8	Origin GBLOC-Enter the appropriate GBLOC consisting of four unique alpha characters assigned to each PPSO to indicate from which origin the rates apply. <b>GBLOCs</b> are listed in <b>Section 8 of the Domestic Personal Property Rate Solicitation</b> .
9-10	Destination State Code - Enter the appropriate destination state that you desire to serve.
11	Code of Service - Enter "1" to indicate Code 1 service or "2" to indicate Code 2 service.
12	Leave Blank (space)
13-15	Segmented Rate Table - Enter only the "percentage of" the Domestic Personal property Rate Solicitation segmented rate table. Percentage must be between 000 and 999. Leading zero (s) must be used for percentages below 100 (see Item 3001a and b).
16-18	Leave Blank (spaces).
19-21	Leave Blank (spaces).
22-28	Leave Blank (spaces).

### **3010. FTP ME-TOO (M/T) AND LOI/CANCELLATION (L/C) FORMAT**

The following field of information must be furnished as applicable in your rate submission. The record size is 28 character positions. Each individual rate record consists of:

<b>RECORD POSITION</b>	<b>DESCRIPTION AND INSTRUCTION</b>
<b>1-4</b>	SCAC - Enter the SCAC assigned to you by the National Motor Freight Traffic Association, Incorporated.
<b>5-8</b>	Origin GBLOC - Enter the exact GBLOC of the origin PPSOs rates you desire to M/T.
<b>9-10</b>	Destination State Code - Enter the appropriate destination state that you desire to M/T.
<b>1</b>	Code of Service - Enter "1" to indicate Code 1 service or "2" to indicate Code 2 service. This must be the code of service you filed during the I/F cycle or the code you desire to serve under the new LOI filings.
<b>12</b>	Leave Blank (space)
<b>13-15</b>	Segmented Rate Table - Enter only the "percentage of" the rate being M/T. Percentage must be between 000 and 999. Leading zero (s) must be used for percentages below 100 (see Item 3001a and b).
<b>16-18</b>	Leave Blank (spaces).
<b>19-21</b>	Leave Blank (spaces).
<b>22-25</b>	Carrier Me-Too'd - Enter the SCAC of the carrier whose rates for this origin/destination combination are being met.
<b>26</b>	Code of Service Me-Too'd - Enter "1" if me-tooing a carrier's Code 1 service rate or "2" if me-tooing a carrier's Code 2 service rate.
<b>27-28</b>	Leave Blank (space).

### **3011. FTP CANCELLATION FORMAT**

The following field of information must be furnished as applicable in your rate submission. The record size is 28 character positions. Each individual rate record consists of:

<b>POSITION</b>	<b>DESCRIPTION AND INSTRUCTION</b>
<b>1-4</b>	SCAC - Enter SCAC assigned to you by the National Motor Freight Traffic Association, Incorporated.
<b>5-8</b>	ORIGIN GBLOC - Enter the exact GBLOC of the origin PPSOs rate being canceled.
<b>9-10</b>	Destination State Code - Enter the appropriate destination state code that you desire to cancel.
<b>11</b>	Code of Service - Enter "1" to indicate Code 1 service or "2" to indicate Code 2 service that you desire to cancel.
<b>12-26</b>	Leave Blank (spaces).
<b>27</b>	Cancellation Code - Enter "C" to indicate that the rate for the origin/destination combination for that code of service is to be canceled
<b>28</b>	Leave Blank (space).

## 3012. ERROR DESCRIPTIONS

The information shown on the CARTS error/rejection listing outlined below defines the submission of erroneous individual rate records rejected due to error. The error message will be shown for rejected rates as follows:

1. **Missing Code:** A required data element field was not entered.
2. **Must be Alphabetic:** The data element field contains characters which are not alphabetic.
3. **Invalid Code:** The data element field was not a valid code for that field.
4. **Not Used**
5. **Must be between 000-999 with leading zeros:** This rate percentage must be numeric between 000 and 999. Leading zeros must be used for percentages below 100. Example: 75 percent must be entered "075".
6. **Not Used**
7. **Duality: Record already exists.** Trying to add a record which is already on file for this SCAC, origin/destination, and code of service combination which is not on file and which therefore cannot be canceled.
8. **Improper Cancellation, No Match on File.** This SCAC, origin/destination, and code of service combination is not on file and, therefore, cannot be canceled.
9. **Improper Me-too, No Match on File.** This SCAC, origin/destination and code of service combination being me-too'd is not on file and, therefore, rates cannot be met.
10. **Not Used**
11. **Must Equal 1 or 2.** Code of service or M/T code of service must equal a "1" or "2."
12. **Record Already Canceled:** This individual rate record was already canceled in a previous L/C filing cycle.
13. **Must Equal C.** To cancel a rate record, the cancellation code must equal a "C".
14. **No Interstate DOD Approval For This SCAC.** This carrier does not have interstate DOD approval.
15. **No Record Filed During the I/F Cycle:** You must have an I/F record on file for this SCAC, origin/destination, and code of service combination in order to participate in the M/T.
16. **Duplicate Key Fields Records Rejected:** The same SCAC, origin GBLOC, destination state, and code of service was coded two or more times in the same filing. **All of these records are rejected.**

- 17. M/T Rates Do Not Match Rates On File.** The rates entered to meet (M/T) this SCAC, origin/destination, and code of service combination do not match the current rates on file for this combination.
- 18. Not Used**
- 19. Can't Me-Too a Canceled Rate.** A rate that has been canceled can't be me-too'd.
- 20. Invalid Filing, M/T Record Already Exists:** Only one M/T rate for a SCAC, GBLOC, destination state, and code of service can be filed.
- 21. Can't M/T A Rate Higher Than Your I/F.** I/F rate can't be increased by a M/T filing.
- 22. Not Used**
- 23. Not Used**
- 24. Not Used**
- 25. Can't M/T SCAC W/Out LOI/Operating Authority.**
- 26. Not Used**
- 27. Not Used**
- 28. No Approval to Alaska For This Code of Service.**
- 29. No Approval From Alaska For This Code of Service.**
- 30. Can't File M/T Without I/F LOI/Operating Authority.** The rate filed for the submitting carrier was removed during the LOI update for lack of LOI or proper operating authority or both.
- 31. Can't Cancel A Rate Deleted For No LOI.** The rate was removed during the LOI update for lack of LOI or proper operating authority or both.
- 32. Not Used**
- 33. Not Used**
- 34. Carts Rates Apply to Interstate Service Only.** Rates shown from an Alaska installation to AK do not apply for intrastate service.
- 35. Cannot Lower Rates for Cycle.**

<b>RECORD SPECIFICATION</b> For use of this form, see TB 1B-111; the proponent agency is DCSOPS					<b>1. DATE</b> 1-Nov-97
<b>2. ID</b> NAMING CONVENTION		<b>3. TITLE</b> CARTS CARRIER INPUT FORMAT			
<b>4. DESCRIPTION</b> - ASCII				<b>5. LENGTH</b> 28	<b>6. SECLAS/PRIV</b> U/N
NOTE 1: USER MAY USE THE GZIP COMPRESSION ROUTINE. NOTE 2: THERE MUST BE A CARRIAGE RETURN FOLLOWING EACH RECORD.					
<b>7. POSITION</b>	<b>8. FIELD</b>	<b>9. FIELD TITLES</b>	<b>10. CLASS</b>	<b>11. LENGTH</b>	<b>12. REMARKS</b>
1-4	1	STANDARD CARRIER ALPHA CODE	A	4	
5-8	2	ORIGIN GOV'T BILL OF LADING OFFICE CODE	A	2	
9-10	3	DESTINATION STATE	A	2	
11	4	CODE OF SERVICE	N	1	
12	5	FILLER 5		1	2
13-15	6	SEGMENTED RATE TABLE	N	3	1
16-18	7	FILLER 7		3	2
19-21	8	FILLER 8		3	2
22-25	9	STD CARRIER ALPHA CODE ME-TOOED	A	4	
26	10	CODE OF SERVICE ME-TOOED	N	1	
27	11	CANCELLATION CODE	A	1	
28	12	FILLER 12		1	2
COLUMN 10(REP) - A=Alphabetic, N=Numeric					
COLUMN 11 (LEN) - The number of characters required to complete the data field.					
COLUMN 12 (REMARKS)					
1 - Percentages of rates will be between 000 and 999. Leading zero(es) will be used for percentages below 100, thus 75% Must be entered as 075.					
2 - Must be blank.					

**DA FORM 4738-R, APR 93**

**REPLACES DA FORM 4738, NOV 78, WHICH IS OBSOLETE**

**Appendix A**



<b>RECORD SPECIFICATION</b> For use of this form, see TB 1B-111; the proponent agency is DCSOPS					<b>1. DATE</b> 1-Nov-97
<b>2. ID</b> NAMING CONVENTION		<b>3. TITLE</b> CARTS CARRIER ACCEPTED RATES			
<b>4. DESCRIPTION</b> - ASCII					<b>5. LENGTH</b> 30
NOTE 1: USER MAY USE THE GZIP COMPRESSION ROUTINE.					<b>6. SECLAS/PRIV</b> U/N
<b>7. POSITION</b>	<b>8. FIELD</b>	<b>9. FIELD TITLES</b>	<b>10. CLASS</b>	<b>11. LENGTH</b>	<b>12. REMARKS</b>
1-4	1	STANDARD CARRIER ALPHA CODE	A	4	
5-8	2	ORIGIN GOVERNMENT BILL OF LADING OFFICE CODE	A	4	
9-10	3	DESTINATION STATE	A	2	
11	4	CODE OF SERVICE	N	1	
12-14	5	RATE	N	3	1
15-18	6	ME-TOO SCAC	A	4	
19	7	ME-TOO CODE OF SERVICE	N	1	
20-22	8	ME-TOO RATE	N	3	1
23	9	CANCELLATION CODE	A	1	
24-29	10	CANCELLATION DATE	N	6	
30	11	LOI INDICATOR	A	1	
COLUMN 10 (REP) - Alphabetic, N=Numeric					
COLUMN 11 (LEN) - The number of characters required to complete the data field.					
COLUMN 12 (REMARKS)					
1 - Percentages of rates will be between 000 and 999. Leading zero(es) will be used for percentages below 100, thus 75% Must be entered as 075.					

**DA FORM 4738-R, APR 93**

**REPLACES DA FORM 4738, NOV 78, WHICH IS OBSOLETE**

**Appendix B**

## **PART IV - VOLUME MOVE PROCEDURES**

**4000. PURPOSE:** These instructions provide procedures, formats, and other information required to properly file voluntary Individual Rate Tenders (IRTs) on behalf of carriers engaging in the movement of DOD and USCG-sponsored volume movements within CONUS and Alaska. These instructions supersede all previously published procedures, formats, and other information for IRT filings applicable to domestic volume movement shipments.

**4001. CRITERIA FOR USE OF VOLUME MOVE RATES:** Volume move procedures will apply under the following conditions:

- a. Estimated tonnage consisting of household goods totaling 200,000 pounds or more. PPSOs having special operational requirements may request a volume move for lesser tonnage.
- b. Movement is from one origin (commuting area) to one destination (commuting area).
- c. Movement is normally within a 90-day period.

**NOTE:** Due to the large number of volume moves anticipated because of base closures, realignments, drawdowns, etc., this headquarters reserves the right to waive the normal 90-day period for volume moves, if circumstances warrant.

**4002. PROCEDURES:** The following procedures are applicable to interstate volume movements:

- a. When the above criteria for use exists, the responsible PPSO is required to submit a letter or message request to HQMTMC providing appropriate information. PPSOs having special operational requirements must include the information in letter or message request.
- b. HQMTMC will, in turn, request a volume move rate tender from DOD-approved household goods carriers who have a valid Letter of Intent (LOI) on file at the origin installation, and the authority to serve the destination state. The deadline date for receipt of the rate tender or simplified tender format at HQMTMC will be specified in the volume movement solicitation announcement letter (Appendix A). Appendix B to these procedures is the simplified tender format which carriers will use to submit their rates. Carriers will be required to submit proper and complete information for bids to be considered responsible.

c. Carriers that choose to submit their rate using the volume move tender (Appendix C), may do so as required herein and in Appendix D. Facsimile rates must be error-free, cannot be withdrawn, or corrected subsequent to the deadline, and must be received in Room 625 prior to the deadline. Facsimile rates received after the deadline will be considered nonresponsive and will not be accepted.

d. The rate will be expressed as a percentage "OF" the HHG Domestic Rate Solicitation. For example, if a carrier wishes to offer a 10% reduction, the rate submitted would be 90%. Only one percentage will be shown to cover a reduction in total cost for each shipment of this volume movement. The percentage is to reflect reduction in line-haul, packing, accessorial services, storage-in-transit and any other services relevant to shipments of this volume movement, excluding third party services. **In offering shipments to carriers, PPSOs shall consolidate shipments whenever practical in accordance with DOD 4500-34R.**

e. Rates submitted for volume moves will take exception to Item 1014 (Duality) in that two rates of a carrier will be permitted to be filed with this Headquarters for the account of DOD/USCG from and to the same points. Carriers have the option to issue rates above, equal to or below the baselines in HHG Domestic Rate Solicitation.

**NOTE: This Volume Move Rate Tender will not apply where charges accruing hereunder exceed charges otherwise applicable for the same service.**

f. In addition to rates and charges, the IRT and the simplified tender format shall include:

(1) The percentage of the total volume move tonnage to which the rate is applicable. The percentage is subject to the minimum established in the solicitation letter.

(2) The amount of tonnage expressed in pounds per day that can be picked up and delivered. The amount of tonnage is subject to the minimum established in the solicitation letter.

(3) The name and address of carrier's agent at origin and destination.

g. HQMTMC will evaluate all competitive rate offers received from carriers. Acceptance of rates does not guarantee any offer of tonnage. If the carrier's rate is accepted, the carrier must confirm his facsimile rate with an IRT to HQMTMC within ten days of the acceptance notice (Appendix E ). The IRT must be prepared precisely as specified in Appendix D to these procedures. Deviations or differences between the IRT and the facsimile rate will cause the IRT to be rejected.

**4003. ADDRESS FOR SUBMISSION:** Although no guarantee is expressed or implied, HQMTMC will make every effort to protect the confidentiality of rates submitted in response to a volume move solicitation prior to the deadline established.

a. Domestic **BRAC volume moves lasting over 6 months** are processed by Transportation Services, Domestic and International Rates Branch. PPSO volume move requests should be sent to:

MTOP-T-PR  
FAX: (703) 681-9681  
Telephone: (703) 681-6190 DSN: 761-6190  
**Moves are identified as BRACPP-XX-XX**

b. Domestic **volume moves lasting 6 months or less** are processed by Transportation Services, Special Movements Branch. PPSO volume move requests should be sent to:

MTOP-T-PM  
FAX: (703) 681-3438  
Telephone: (703) 681-9577 DSN: 761-9577  
**Moves are identified as PP-XX-XX**

c. The volume move solicitation announcement letter will identify which Branch is handling the volume move. The following address must be used for all IRT submissions. The Attention Line will designate the Branch handling the volume move.

Commander, Military Traffic Management Command  
**ATTN: Domestic & International Rates Branch (MTOP-T-PR)**  
**VOLUME MOVE NUMBER BRACPP-XX-XX**

or

**ATTN: Special Movements Branch (MTOP-T-PM)**  
**VOLUME MOVE NUMBER PP-XX-XX**

5611 Columbia Pike , Room 625  
Falls Church, Virginia 20041-5050

**4004. RECEIPT OF SUBMISSION:** One copy of the IRT must be received in Room 625, 5611 Columbia Pike, Falls Church, Virginia 22041-5050 by 4:00 p.m., Eastern Standard Time, on or before the deadline date for each individual volume move. HQMTMC will not be responsible for IRTs which do not arrive on time at the specified location. Tenders received after the close of the filing period will be rejected.

**4005. RECEIPT OF FACSIMILE SUBMISSION:** Carriers may fax one copy of the simplified tender format (Appendix B), or fax one copy of the volume move rate tender (Appendix C). A carrier may fax a rate prior to the specified deadline in each individual volume movement and, if accepted, within ten days of the acceptance notice, send in their IRTs.

**4006. SUBMISSION OF RATES AND CHARGES:** The submission of voluntary IRTs is the only way to participate in the movement of DOD/USCG sponsored volume movements within CONUS. Rates and charges offered in IRT submissions must be independently determined and expressed in the exact format of the Individual Tender of Rates and Charges for Volume Movements which appears at Appendix D. Competitive rate tenders submitted in response to these filing procedures must be submitted by the exact deadline and under the exact terms, conditions, and procedures specified. This solicitation stands alone, is not influenced by prior practices or procedures, and will not be subject to modification prior or subsequent to the deadline and acceptance stipulated unless specifically modified by the Assistant Deputy Chief of Staff for Operations, Transportation Services, for the benefit of all parties by letter or telegram prior to the solicitation deadline.

**4007. TERMS AND CONDITIONS FOR INDIVIDUAL RATE TENDER SUBMISSION:** Carriers wishing to participate in the movement of DOD/USCG sponsored volume moves within CONUS will submit rates and charges only in the simplified format or IRTs as contained in these procedures. Carriers in traffic denial during any portion of the volume move will not be considered. The rules and regulations contained in the volume move procedures provide all terms and conditions and will not be altered in any manner. These procedures will be retained by the participating carrier. HQMTMC reserves the right to reject any or all offers and to waive minor irregularities in offers received; i.e., rejection of rate submissions in extreme excess of those offered to other customers or acceptance of tenders with minor typographical errors.

**4008. CAUSE FOR SUSPENSION ACTION:**

a. Any rate proposal which misrepresents a material fact shall be grounds for the suspension of the carrier from future DOD/USCG personal property shipments. Additionally, if there is lack of appropriate operating authority, such incident shall be subject to referral to the appropriate Government agency for inquiry. The provisions of Part IV, carrier's Tender of Service, shall apply equally to DOD-sponsored shipments, whether moving individually or as Volume Moves.

b. Carrier performance will be monitored by both the origin and destination installation transportation officers and will be subsequently reported to this Headquarters. Carriers understand that the personal property transportation office may give consideration to TQAP scores in selecting carrier(s) under this solicitation.

c. If suspension action is taken, it will apply to all domestic shipments; however, when a participating carrier's overall performance clearly indicates an unwillingness to comply with the standards of service specified in the Tender of Service, disqualification action will be considered. If disqualification is imposed by HQMTMC, disqualification will apply to all domestic shipments originating at the origin installation. Questions concerning disqualification of a carrier may be referred to the Assistant Deputy Chief of Staff for Operations, Quality, at (703) 681-6292.

**4009. PREPARATION OF INDIVIDUAL RATE TENDERS:** TEN COPIES OF THE RATE TENDER ARE REQUIRED. Each carrier is completely responsible for the proper preparation and submission of its IRTs, in accordance with the procedures prescribed herein. Submissions must be legibly typed in black ink. IRTs, as well as attachments and supplements thereto, will not be altered in any way. The use of correction tape, "white-out," "strike-over," or "pen and ink" is not permitted and is basis for rejection.

**4010. CORRECTION TO VOLUME MOVEMENT INDIVIDUAL RATE TENDERS:** Corrections or changes to uniform tenders subsequent to the specified deadline will not be permitted. The Assistant Deputy Chief of Staff for Operations, Transportation Services, will not be responsible for late or misdirected uniform tenders which do not arrive at the point specified when caused by any party or parties not assigned to Transportation Services. The Assistant Deputy Chief of Staff for Operations, Transportation Services reserves the right to reject any or all offers, to waive informalities and minor irregularities in offers received, to negotiate or accept offers without discussion of rates, and to nonuse any rate and/or to resolicit rates as required prior to or during the effective dates of the volume movement.

**4011. ACCEPTANCE/REJECTION OF INDIVIDUAL RATE TENDER SUBMISSION:**

a. General: Each IRT submission received by HQMTMC will be reviewed for technical and administrative accuracy prior to acceptance, distribution, and use or rejection. Carriers must use the utmost care in tender preparation, since errors will cause rejections.

b. Notification of Acceptance or Rejection: Each carrier whose facsimile format or IRT is accepted will be notified by an acceptance notice (Appendix F). The carrier will then submit ten copies of the IRT. All accepted IRTs submitted in response to the volume movement solicitation letter will be available in the MTMC Personal Property Division Public Files following their acceptance. The controlling transportation officer will be furnished a copy of the accepted tenders. Inquiries about this solicitation relative to carrier ranking and participation should be satisfied by reference to MTMC Personal Property Division Public File. However, each carrier tendering rates will be furnished with information relative to the acceptance or rejection of its tender.

c. Rejections: Any tender submission which contains an error will be rejected and returned to the carrier with an accompanying MTMC rejection notice indicating the basis for rejection.

**4012. VOLUME MOVEMENT RATES - PUBLIC FILE**: All accepted IRTs are available for review at HQMTMC in the Personal Property Division Public File, Room 625, Nassif Building, 5611 Columbia Pike, Falls Church, Virginia. HQMTMC will neither make nor provide copies of any IRTs. Carriers may visit the Public File personally, or employ "Watch Services" available for carriers desiring to obtain copies of documents. The name of organizations and/or individuals providing "Watch Services" may be obtained through carriers' associations, bureaus, or conferences.

**4013. EFFECTIVE PERIOD FOR ACCEPTED TENDERS**: Carriers may issue supplements to cancel existing IRT submissions. The following procedures apply:

a. Cancellation will be accomplished only by a submission of a supplement to the original IRT.

b. Carriers may submit a cancellation supplement at any time on or after the effective date of the original IRT.

c. Any correct cancellation supplement will be assigned an effective date that is 30 days after receipt of the supplement at HQMTMC.

d. The detailed format and instructions for preparing cancellation supplements must be followed exactly (Appendix F). A sample cancellation IRT is at Appendix G.

## Transportation Services

### TO ALL DEPARTMENT OF DEFENSE (DOD) - APPROVED HOUSEHOLD GOODS CARRIERS AUTHORIZED TO SERVICE VOLUME MOVES

Ladies and Gentlemen:

This Volume Move Solicitation Letter announces the following interstate volume movement in accordance with Part IV of the CARTS Filing Instructions. The provisions of MTMC Rate Solicitation D-5 and reissues thereof apply unless otherwise stated.

The alternation clause applies in all volume moves, i.e., the acceptance of a volume move tender does not negate the provisions that, where two rates (volume move rate and the carrier's current rate) are applicable, the Government is entitled to the lesser of the two rates in all cases. Be advised that when offering shipments, personal property shipping offices will be advised to consolidate shipments whenever practical.

In accordance with Item 4002 d., of the above-mentioned filing instructions, "the rate shall be expressed as a percentage "of" the Domestic Rate Solicitation. For example, if a carrier wishes to offer a ten percent reduction, the rate submitted would be 90 percent. The percentage is to reflect reduction in line-haul, packing, accessorial services, storage-in-transit and any other services relevant to shipments of this volume move, excluding third party services."

Competitive volume move tenders will be received from qualified DOD approved carriers and forwarders. Volume movement traffic will be awarded to those low rate responsible carriers and forwarders whose tenders are responsive, most advantageous to the Government, and have the ability to comply with required delivery and performance schedules associated with this volume move. Carriers in traffic denial during any portion of the volume move will not be considered.

Carriers are required to be able to handle a minimum amount of tonnage expressed in pounds per day, per code of service, for this volume move. The minimum amount of tonnage for this volume move is XX,XXX pounds per day for Code 1 service, and XX,XXX pounds per day for Code 2 service. Volume move tenders showing less than this minimum will be rejected due to operational requirements.

#### **APPENDIX A (1 OF 2)**



=====

**VOLUME MOVEMENT NUMBER:**

**SPECIAL OPERATIONAL REQUIREMENTS:**

MINIMUM WEIGHT - CODE 1 - XX,XXX POUNDS PER DAY

MINIMUM WEIGHT - CODE 2 - XX,XXX POUNDS PER DAY

**ORIGIN:**

**DESTINATION:**

**FROM:**

**TO:**

**APPROXIMATE TONNAGE:**

**APPROXIMATE SIT AT ORIGIN:**

**APPROXIMATE SIT AT DESTINATION:**

**CONTROLLING TRANSPORTATION OFFICER:**

**IRT/SIMPLIFIED TENDER FORMAT DEADLINE:**

**FAX NUMBER FOR THIS VOLUME MOVE:**

=====

Questions concerning this announcement or the preparation of the individual rate tender may be referred to the appropriate Branch. When submitting your bid, the envelope must show the Volume Movement Number identified in the solicitation letter. Please note, we need ten copies of the tender.

Sincerely,

Copy Furnished:  
Appropriate Military Service  
Origin PPSO  
Destination PPSO  
MTEA, GSA

**APPENDIX A (2 OF 2)**

## **SIMPLIFIED TENDER FORMAT**

1. The following instructions provide the exact format which must be utilized by carriers choosing to submit a simplified tender format. Facsimile submission must be received at this Headquarters, Room 625, by 4:00 p.m., eastern time, on or before the deadline date of this volume movement.

2. Exactly copy the following format:

TO: CDRMTMC FALLS CHURCH VA//MTOP-T//

SUBJECT: Volume Movement Number

A	Carrier name and SCAC code of carrier
B	Volume Move Tender Number
C	Code of Service
D	Volume Move Rate
E	Minimum pounds per day that can be picked up (XX,XXX pounds minimum for each code of service)
F	Percentage of total traffic carrier can handle
G	Origin agent and phone number
H	Destination agent and phone number
I	Carrier point of contact and phone number

---

Authorized Signature

## **APPENDIX B**

APPENDIX C (PAGE 1 OF 3)

APPENDIX C (PAGE 2 OF 3)

## ATTACHMENT TO UNIFORM TENDER OF RATES

1. \_\_\_\_\_  
CARRIER  
  
\_\_\_\_\_  
SCAC
2. RATE TENDER NUMBER \_\_\_\_\_
3. VOLUME MOVEMENT \_\_\_\_\_  
  
FROM \_\_\_\_\_  
  
TO \_\_\_\_\_
4. ORIGIN AGENT:  
  
NAME \_\_\_\_\_  
  
ADDRESS \_\_\_\_\_  
  
\_\_\_\_\_  
  
PHONE NUMBER \_\_\_\_\_  
  
CONTACT \_\_\_\_\_
5. DESTINATION AGENT:  
  
NAME \_\_\_\_\_  
  
ADDRESS \_\_\_\_\_  
  
\_\_\_\_\_  
  
PHONE NUMBER \_\_\_\_\_  
  
CONTACT \_\_\_\_\_

**APPENDIX C (3 OF 3)**

## FILING FORMATS AND DETAILED INSTRUCTIONS FOR VOLUME MOVEMENT INDIVIDUAL RATE TENDERS

BLOCK NUMBER	DESCRIPTION
1	<b>Commodity or Service:</b> Insert appropriate code of service (Code 1 or Code 2).
2	<b>ICC Number and Supplement Number:</b> Show carrier-assigned tender number.
3	<b>From (Origin):</b> Preprinted. Do not alter.
4	<b>Issue Date:</b> Enter date the IRT is prepared by carrier.
5	<b>Expiration Date:</b> Preprinted. Do not alter.
6	<b>To (Destination):</b> Preprinted. Do not alter.
7	<b>Effective Date:</b> Preprinted. Do not alter.
8	<b>File Number:</b> Optional by carrier.
9	<b>Issuing Carrier:</b> Insert only the full corporation name of firm and Standard Carrier Alpha Code (SCAC).
10	Preprinted. Do not alter.
11	<b>Rate:</b> Enter only one percentage.
12	<b>Minimum Weight:</b> Preprinted. Do not alter.

APPENDIX D (1 OF 2)

13	<b>Route:</b> Show percentage of total traffic offered by the solicitation to which the rate applies, and the maximum pounds per day that can be picked up.
14	Preprinted. Do not alter.
15	<b>Classification and Exceptions:</b> Preprinted. Do not alter.
16	<b>Accessorial Services:</b> Preprinted. Do not alter.
17	<b>Operating Authority:</b> Enter full corporate name and ICC operating authority/permit number.
18-23	Preprinted. Do not alter.
24	<b>Signature of Party</b>
25	<b>Representing Carrier:</b> 2 copies of IRT must bear authorized signature (either handwritten, computer generated or rubber stamped) of an authorized carrier's representative, whose name is on file at HQMTMC for that purpose. Additionally, the individual's title and carrier address, including zip code and telephone number must appear.

## APPENDIX D (2 OF 2)

## **VOLUME MOVE ACCEPTANCE NOTICE**

**DATE OF THIS NOTICE:**

**VOLUME MOVE NUMBER:**

**ORIGIN:**

**DESTINATION:**

**BID DEADLINE DATE:**

**FROM:**

**TO:**

THE BIDS FOR THIS VOLUME MOVE HAVE BEEN PROCESSED AND THE ORIGIN PPSO HAS BEEN NOTIFIED OF THE ACCEPTED RATES. HQMTMC ACCEPTED XX% THROUGH XX% FOR CODE 1 AND XX% THROUGH XX% FOR CODE 2.

ALL ACCEPTED CARRIERS, PLEASE SUBMIT 10 COPIES OF YOUR RATE TENDER TO THIS OFFICE WITHIN 10 DAYS OF THE DATE OF THIS NOTICE.

<b><u>ACCEPTED CARRIER/SCAC</u></b>	<b><u>VOLUME MOVE BID</u></b>
XXXXXXXXXX/AAAA	60% (1)
XXXXXXXXXXBBBB	60% (1)
XXXXXXXXXX/CCCC	65% (1)
XXXXXXXXXX/DDDD	67% (2)

**APPENDIX E**



**FILING FORMATS AND DETAILED INSTRUCTIONS FOR CANCELLATION  
SUPPLEMENTS TO VOLUME MOVEMENT  
INDIVIDUAL RATE TENDERS**

<b>BLOCK NUMBER</b>	<b>DESCRIPTION</b>
1	<b>Commodity or Service:</b> Insert appropriate code of service (Code 1 or Code 2).
2	<b>ICC Number and Supplement Number:</b> Show carrier-assigned tender number and supplement number for cancellation.
3	<b>From (Origin):</b> As stated in solicitation letter.
4	<b>Issue Date:</b> Enter date the IRT is prepared by carrier.
5	<b>Expiration Date:</b> Leave blank.
6	<b>To (Destination):</b> Preprinted. Do not alter.
7	<b>Effective Date:</b> As stated in solicitation letter.
8	<b>File Number:</b> Optional by carrier.
9	<b>Issuing Carrier:</b> Insert only the full corporation name of firm and Standard Carrier Alpha Code (SCAC).
10	Preprinted. Do not alter.
11 thru 17	Leave Blank

**APPENDIX F (1 OF 2)**

18 thru 23

Preprinted. Do not alter.

24

**Signature of Party**

**Representing Carrier:**

2 copies of IRT must bear authorized signature (either handwritten, computer generated or rubber stamped) of an authorized carrier's representative, whose name is on file at HQMTMC for that purpose. Additionally, the individual's title and carrier address, including zip code and telephone number must appear.

APPENDIX G (PAGE 1 OF 2)

APPENDIX G (PAGE 2 OF 2)